

**STATE OF NEW JERSEY
DIVISION OF PURCHASE AND PROPERTY
REQUEST FOR INFORMATION
STATE PASSENGER VEHICLE FLEET OWNERSHIP/MAINTENANCE**

PURPOSE

The purpose of this Request for Information (RFI) is to solicit potential options, approaches and strategies for the ownership and maintenance of the State of New Jersey's Central Motor Pool/Department of Transportation passenger vehicle fleet. This would include who owns the vehicles (the State or a vendor), how the vehicles are obtained (lease or purchase), and how and where the vehicles are maintained and repaired. The goal for the State of New Jersey is to lower fleet costs while still maintaining adequate numbers of appropriate vehicles for employees to conduct official State business.

INTRODUCTION

The New Jersey Department of the Treasury, Division of Purchase and Property (the "Division"), on behalf of the State of New Jersey ("State"), is issuing this Request for Information ("RFI") to identify options available to the State in connection with procurement of fleet management and maintenance services for a passenger vehicle fleet currently totaling approximately 6,500 vehicles.

By Governor's Executive Order, all State fleet vehicles (in the Executive Branch) are titled to the Central Motor Pool in the Department of the Treasury. The Department of Transportation ("DOT") and the New Jersey State Police operate their own motor pool facilities to service their vehicles. DOT operates 12 facilities throughout New Jersey, which typically service their 450 vehicle passenger fleet in addition to a few thousand trucks, heavy equipment, and small engine pieces of equipment. The remaining passenger vehicles are serviced and repaired by the Central Motor Pool ("CMP"). The CMP operates 8 facilities across the State to provide service to client agencies. The CMP is currently maintaining and servicing a fleet of just over 6,000 passenger vehicles. The average age of the fleet is over 6 years and the average vehicle has over 70,000 miles. The scope of this RFI is limited to the CMP and DOT passenger fleet, and does not include State Police vehicles and heavy equipment or specialty vehicles.

The CMP charges a monthly rate to client agencies to cover either maintenance or fueling or both. The monthly rate is based on the class of vehicle and the anticipated usage class (mileage per month). Repairs due to accidents or negligence are charged back to the client agency, but other maintenance and repairs are included as part of the monthly charge. Agencies purchase vehicles from State contracts using agency funding. The CMP monthly rate does not include any replacement costs for vehicles.

DOT does not formally "charge" for its services when provided to internal DOT clients. It does charge other agencies for services – similar to the CMP charge-backs – and may also charge for accidents, negligence, etc. DOT purchases vehicles from State contracts using the Transportation Trust Fund. The DOT does not include any replacement costs for vehicles.

Please note that this is an RFI, not a Request for Proposal ("RFP"). Responses to this RFI will not lead directly to a contractual relationship between a vendor or vendors and the State. It is anticipated that information received in response to this RFI will be used to develop appropriate documentation (such as an RFP) in support of a future procurement or procurements. While it is anticipated that many of the respondents to this RFI will be vendors, the State solicits information from any interested party on the topics described herein.

All information submitted by respondents to this RFI shall be considered public information.

GENERAL REQUIREMENTS

The State is interested in exploring options for passenger fleet management and maintenance other than the existing model wherein State employees handle the management and maintenance of the vehicle fleet.

Particular Areas of Interest

The State is interested in receiving information that it can utilize to ultimately decide how best to approach the procurement for and conduct of operation for a private entity to manage or maintain State vehicles in the passenger fleet.

Consequently, the State invites information from the vendor community and other interested parties as to the feasibility of external fleet management and maintenance, including prioritization recommendations based on strategic considerations and potential impact on the State's economy.

The State is interested in potential options and strategies in all or some of the following areas:

1. Leasing of vehicles instead of purchasing passenger fleet vehicles.
2. Selling existing fleet vehicles and having a private company own the vehicles that will function as the State passenger fleet.
3. Using a private company to handle all or some vehicle maintenance and repair.
4. Opportunities to increase the use of fuel-efficient and alternative fuel vehicles, as well as achieving a greater overall miles-per-gallon (mpg) for the State fleet.
5. Arrangements to allow for vehicle pick-up on an as-needed basis to limit the overnight storage of vehicles at State-owned or leased facilities.
6. Alternative options to fueling of vehicles at State-owned facilities, including security controls related to fueling.
7. The State is specifically interested to learn the approximate range of costs associated with using an outside entity for vehicle management, maintenance or both.
8. Cost benefit analysis that compares the cost of privatizing a function versus keeping it in-house.
9. Performance indicators and contracting incentives or penalties to ensure that the service provided by an outside entity is of excellent quality and done in a timely fashion.

The State welcomes information from vendors and other interested parties on any of the areas listed above, or any combination thereof. Throughout this RFI there are references to fleet management or maintenance and the State welcomes information from vendors interested in either performing one of

these functions, both or any combination thereof; the State has not made a determination as to whether it will seek fleet management, fleet maintenance or both.

SUBMISSIONS IN RESPONSE TO THE RFI / CONTACT INFORMATION

Responses to this RFI must be directed to:

New Jersey Division of Purchase and Property
Attention: Mary Lou Goho
33 West State Street
P.O. Box 039
Trenton, NJ 08625-0039
marylou.goho@treas.state.nj.us

Responses to this RFI must be received electronically no later than 2:00 PM ET on October 25, 2010. Responses will be acknowledged electronically by return e-mail.

The State reserves the right to use, adopt or incorporate any recommendations presented in the responses to this RFI in the development of an RFQ/RFP for all or part of the procurement of any contracts to manage or maintain the state fleet.

Issuance of this RFI does not obligate the State to any particular course of action with regard to fleet management or maintenance. The State reserves the right to engage one or more vendors through a subsequent procurement process. Potential bidders and other interested parties that respond to this RFI are responsible for all costs associated with developing and submitting a response.

The State may request that some or all vendors or interested parties submitting responses to this RFI provide oral presentations and/or demonstrations relating to their responses, products and services.

In response to this RFI, the vendor or responding party is requested to supply the following information:

1. Introduction to the respondent's organization, and if the respondent is a vendor, information such as parent company, age, size, number of customers, offices, number of employees, etc. Please include ownership structure and the products and services offered.
2. Contact name(s) and information for questions the Division might have concerning this information.
3. List of relevant web sites for the respondent and its offerings, including, if respondent is a vendor, URL references for fleet projects successfully completed and a list of government entities for which the vendor currently handles fleet management or maintenance. The respondent should identify major customers who use the vendor's services and are willing to serve as a reference regarding fleet services. Please provide the appropriate contact information for such references.
4. Information and recommendations regarding the preliminary designs, specifications, business requirements, and features that would best address the "General Requirements," and especially the "Particular Areas of Interest," set forth above. This should include:

- Methodology
 - Time to implement
 - Required Technology Support
 - Communication and Training for Proposed Model
5. If the respondent is a vendor, identification of current or completed engagements to conduct similar studies for other state or local governmental entities. Respondents other than vendors are also welcome to provide references to studies that they believe would be useful to the State in devising a strategy for fleet management and maintenance.